

# PowerSchool Handbook

## Introduction to PowerScheduler

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February 5, 2024



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# Table of Contents

About This Handbook .....	3
Part 1: Overview .....	5
Planning for Construction.....	6
Outline of the Construction Process .....	7
Part 2: Building & Scheduling Options.....	9
Building Options .....	10
PowerScheduler Build Method .....	10
PowerScheduler Manual Method.....	10
Scheduling Options.....	11
Load Scheduling Method .....	11
Manually Scheduling Method.....	11
Part 3: Courses, Sections & Terms .....	13
Selecting the Right Course and Term .....	14
What is a Course and Credit Value (Credit Hour)? .....	14
What is a Section?.....	15
What are Terms?.....	15
Part 4: Required Setup for All Methods.....	17
Verifying the Active Scenario .....	18
Updating the Course Catalog .....	24
Entering Student Course Requests.....	26
Adding/Editing Rooms in PowerScheduler.....	27
Adding/Removing Teachers in PowerScheduler .....	29
Adding a Teacher to Your School.....	29
Making a Teacher Visible in PowerScheduler .....	32
Removing a Teacher from PowerScheduler .....	33



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## About This Handbook

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This handbook was created by the San Diego Unified IT Training Department as reference material for members of the Site Scheduling Team. It is designed to provide an overview of the various methods of site schedule construction, as well as the initial setup required for all methods. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or <https://sdusd.cherwellondemand.com>



Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or term.

If you are missing a course that your school plans to offer, contact Marcellus Walker at [mwalker@sandi.net](mailto:mwalker@sandi.net).

If you have questions regarding site schedule theory, policies/procedures, or any other course-related questions, please contact Dr. Jennifer Roberson at [jroberson@sandi.net](mailto:jroberson@sandi.net), or Sharon Rubalcava at [srubalcava@sandi.net](mailto:srubalcava@sandi.net).



# Part 1: Overview

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# Planning for Construction

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Creating a site schedule is like building a house. Many hours of planning and preparation take place long before the actual construction begins; a plan must be formulated, blueprints drafted and approved, and potential conflicts remedied before you lay the foundation and begin building the walls.

Like a house, the integrity of your site schedule depends on a solid plan, a sturdy foundation, and a method of construction that will ensure the best design for your school.

As you prepare to lay your site schedule foundation, consider several factors:

- **What courses will be offered?**
  - What is the plan to check that the correct courses are being used?
- **How many sections of each course do you need?**
- **What is the plan to collect Course Requests?**
  - Will they be manually entered?
  - Will students choose their classes online?
- **Do students have enough course requests?**
  - What is the plan for vetting course requests?
- **What are your teacher's assignments?**
  - How many sections of a course will they teach?
- **How many periods will the day have?**
  - For K-8 schools, did you include an Elementary Period?
  - If you are offering Edgenuity at your site, have you considered those periods?
  - Do you plan to offer before or after school periods?
  - Will you include a lunch period in the schedule?
- **Will you offer single or multiple cycle days?**
  - **Single Cycle Day (A Day)** – The classes offered during specific periods will not change from day to day. Students complete their full schedule in one day.
  - **Multiple Cycle Days (A Day/B Day)** The classes offered during specific periods may change depending on the day. For example, on A Day, period 1 is Science. On B Day, period 1 is PE. Students complete their full schedule over multiple days.



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# Outline of the Construction Process

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While the mechanical and technical aspect of building the site schedule vary by method, the basic structural outline is the same:

- ✓ **Select a method of site schedule construction and student scheduling** – Decide what tools you will use to build your site schedule and schedule students.
- ✓ **Perform the Initial Set up in PowerScheduler** – All methods of construction require the same initial set up in PowerScheduler.
- ✓ **Collect and enter data for site schedule preparation** – Preparation will vary depending on the selected method of construction.
- ✓ **Create the site schedule** – Build the site schedule according to the selected method of construction.
- ✓ **Schedule students** – Schedule students according to the selected scheduling process.
- ✓ **Finalize the site schedule and student schedules before the Commit Process** – The site schedule and student schedules should be checked for errors. It is easier to clean up errors in PowerScheduler prior to committing the site schedule to the “live” side.
- ✓ **Commit the site schedule**

Regardless of the construction method you choose, the success of your site schedule build is measured by several factors. Adhering to these best practices will ensure that the process of building goes smoothly:

## **Stay organized**

- Stay on track by completing each task before moving to the next.
- Keep a schedule journal to keep track of the steps you have completed and where you have left off at the end of the day. This will help eliminate the possibility of missing important steps.
- Write down questions as you think of them.

## **Be mindful of data entry**

- Do not rush through entering data. One small mistake could end up creating a bigger problem.

## **Frequently check for errors**

- Check and double check your data. Run reports often. Catching mistakes early will save you hours of cleanup later.



# Part 2: Building & Scheduling Options

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# Building Options

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## PowerScheduler Build Method

**Intended for:** Schools wanting to use automated building capabilities. This method uses the scheduling engine in PowerScheduler to automatically build a site schedule based on parameters entered by the school. The process considers teacher assignments, course setup, constraints and relationships, and student course requests to place sections within the schedule to provide optimal student scheduling.

**Pros:** With exact data entry, this method is more efficient; Course parameters are defined once, and the process duplicates the information across all sections of that course, compared to manually defining each section of the course.

This method also automatically creates Section Links based on course relationships to ensure students are scheduled with the same teacher and period from one term to another. For schools with semesters and/or quarters, this process saves hours of creating each Section Link by hand.

The resulting schedule can be accepted as is, or scheduling parameters can be reconfigured, and the schedule rebuilt. Sections can also be moved, deleted, or changed manually once the resulting schedule has been finalized.

**Cons:** This method requires considerable prep work. Course and teacher information must be carefully defined; sloppy data entry causes Validation and/or Build Errors that are time consuming to clear.

## PowerScheduler Manual Method

**Intended for:** Schools wanting to manually create a pre-determined schedule.

**Pros:** This method allows for the purposeful placement of each section so that it follows a model designed by the site's scheduling team. This method does not require pre-build course and teacher parameters or setup.

**Cons:** For larger schools, this method is time consuming with a high margin for error. Since each section is created individually, missing a step, or not catching a mistake could create more work after the school schedule has been committed.

The manual placement of sections doesn't always guarantee maximum student scheduling; this usually results in sections having to be moved multiple times before the best placement is determined.

If you are planning to use the Loader to schedule students and/or the Automated Walk-in Scheduler on the live side, Section Links must be created by hand.

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# Scheduling Options

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## Load Scheduling Method

**Intended for:** For schools that would like the Scheduling Engine to automatically schedule students based on their course requests.

Once you have a satisfactory school schedule, the Load process will consider student course requests and load constraints, such as section types, section links and Load Priorities, as it works to place students in the best possible schedule.

## Manually Scheduling Method

**Intended for:** For schools that will be scheduling individual students by hand, or using the Schedule Mass Enroll feature for a selected group of students.



# Part 3: Courses, Sections & Terms

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## Selecting the Right Course and Term

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### What is a Course and Credit Value (Credit Hour)?

A Course is a plan of study on a particular subject. For scheduling purposes in PowerSchool, it is identified by a **Course Number** and **Course Name**.

Most secondary courses have credit values. In PowerSchool these are referred to as credit hours. Students have the potential to earn credits once the course is completed successfully. These credits accumulate towards graduation.

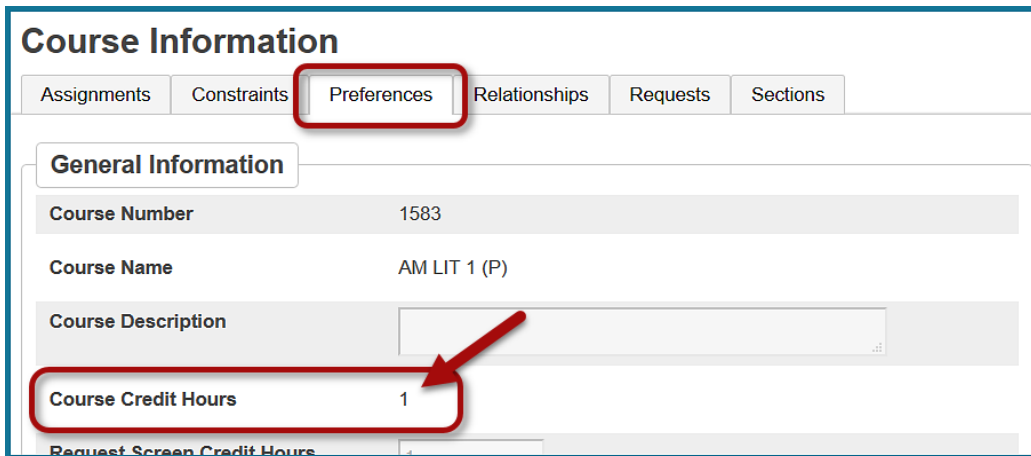
A course credit value, or credit hour, is a unit of measure that is used during the grade calculation to determine GPA. It is important to understand a course's credit value when you create new course sections and enter student course requests. Using a course with the wrong credit value or applying the wrong term to a course section can affect a student's GPA calculation or earned credits.

Courses with **no underscore** (for example, **2321**) have a credit value of **1**. These courses are usually used for Semester or Quarter long classes. **NOTE!** There are exceptions to this rule, always check the course credit value.

Courses with an **underscore 2** (for example, **1520\_2**) have a credit value of **2**. These courses are usually used for year-long classes.

Courses with an **underscore 4** (for example, **1607\_4**) have a credit value of **4**. These courses are used for blocked (2 period) year-long classes.

The **Course Credit Value** can be found on the **Preferences** tab of the **Course Information** page in PowerScheduler.



**Course Information**

Assignments Constraints **Preferences** Relationships Requests Sections

**General Information**

Course Number	1583
Course Name	AM LIT 1 (P)
Course Description	
Course Credit Hours	1
Request Screen Credit Hours	



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## What is a Section?

A section is one occurrence of a course and is sometimes referred to as a “class.”

Each course can have multiple sections, or classes, which meet in different rooms, at various times, and can be taught by different teachers. Each section is represented by the **Course Number** and a **Section Number**.

Course Number	Section Number	How it appears in the school schedule and on teacher and student schedules
2321	2	2321.2
1520_2	1	1520_2.1

## What are Terms?

Terms are the periods of time into which a school year is divided, and each *term* corresponds to a grading period.

As course information is set up to be used during the Build process, or when Sections are manually created, a *term* is applied. The applied *term* and the course’s *credit value* determine what percentage of the course credit will be used for GPA calculation later during the grade storing process.

**IMPORTANT!** *Be sure the correct Term has been applied. An incorrect term will affect the student’s earned credit and GPA later down the road.*



# Part 4: Required Setup for All Methods

# Verifying the Active Scenario

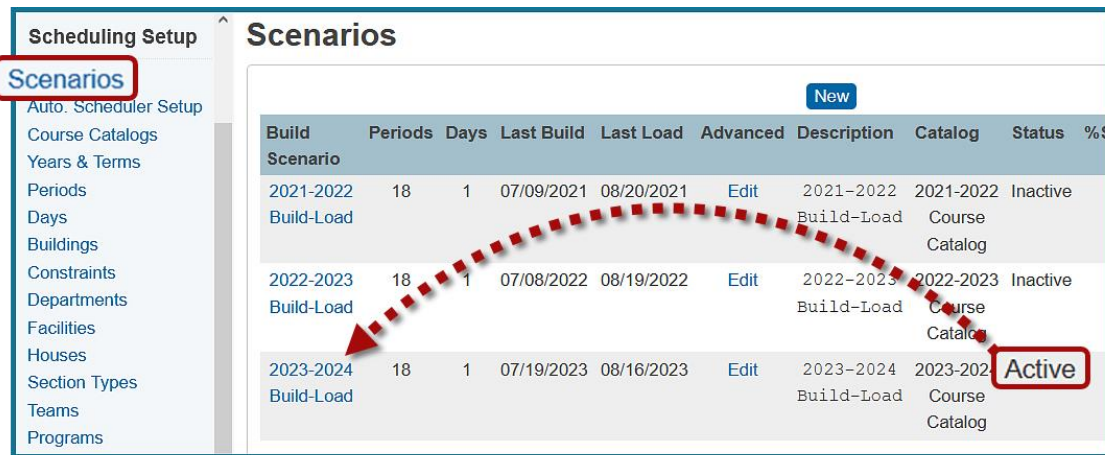
The Active Scenario includes scheduling parameters that are used to create a site schedule. The initial Scenario is set up by IT, and its parameters are based on the school's current school year. Scenarios can be duplicated to work with different combinations of criteria, but only one Scenario can be active at any given time. The Scenario parameters should be verified and/or updated prior to creating your site schedule.

Some information used to create the site schedule is exclusive to a particular scenario, other information is shared amongst all scenarios. See the table below for a list of which information is shared, and which is not.

Data exclusive to a particular scenario	Data shared between all scenarios
Site schedule	Students
Student schedules	Student course requests
Constraints	Student course request pages
Course rank	Teachers
Teacher assignments	Rooms
Course relationships	Course groups

Verify and update the Scenario information, as needed:

1. On the **PowerScheduler** page, under Scheduling Setup, click **Scenarios**.
2. On the **Scenarios** page, click the *Active Scenario* name.



**Scheduling Setup**

- Scenarios**
- Auto. Scheduler Setup
- Course Catalogs
- Years & Terms
- Periods
- Days
- Buildings
- Constraints
- Departments
- Facilities
- Houses
- Section Types
- Teams
- Programs

**Scenarios**

New

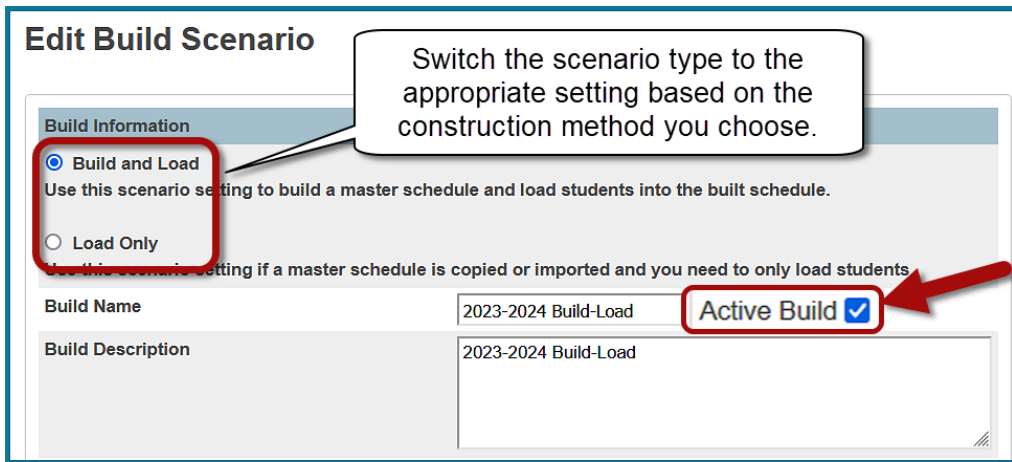
Build Scenario	Periods	Days	Last Build	Last Load	Advanced	Description	Catalog	Status	%S
2021-2022 Build-Load	18	1	07/09/2021	08/20/2021	Edit	2021-2022 Build-Load	2021-2022 Course Catalog	Inactive	
2022-2023 Build-Load	18	1	07/08/2022	08/19/2022	Edit	2022-2023 Build-Load	2022-2023 Course Catalog	Inactive	
2023-2024 Build-Load	18	1	07/19/2023	08/16/2023	Edit	2023-2024 Build-Load	2023-2024 Course Catalog	Active	

- On the **Edit Build Scenario** page, select the appropriate **Build Information**:

**Build and Load** – This option is for schools using the **PowerScheduler Build and Load Scheduling Method**. This setting will enable a **Build (Q)** and **Load (Q)** link to appear in the main menu under Processing.

**Load Only** – This option is for schools using the **PowerScheduler Manual Method** to create their site schedule. This setting also makes the **Load (Q)** link available to schools using the **Load Scheduling Method** for student scheduling.

- Verify the **Active Build** box is checked.



**Edit Build Scenario**

**Build Information**

**Build and Load**  
Use this scenario setting to build a master schedule and load students into the built schedule.

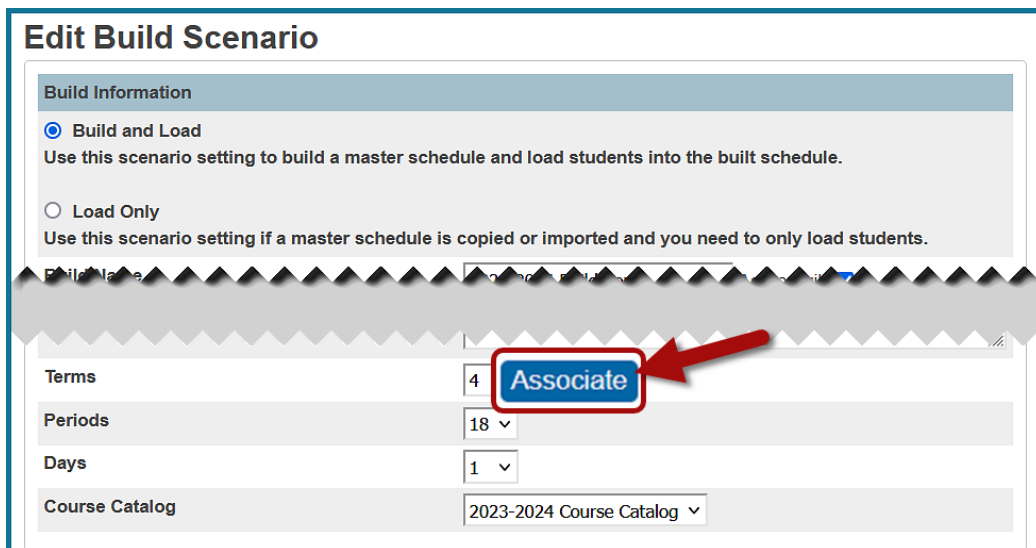
**Load Only**  
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

**Build Name** 2023-2024 Build-Load **Active Build**

**Build Description** 2023-2024 Build-Load

- Terms** – Verify that the number **4** appears in the **Terms** box.

- Click the **Associate** button.



**Edit Build Scenario**

**Build Information**

**Build and Load**  
Use this scenario setting to build a master schedule and load students into the built schedule.

**Load Only**  
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

**Build Name** 2023-2024 Build-Load

**Build Description** 2023-2024 Build-Load

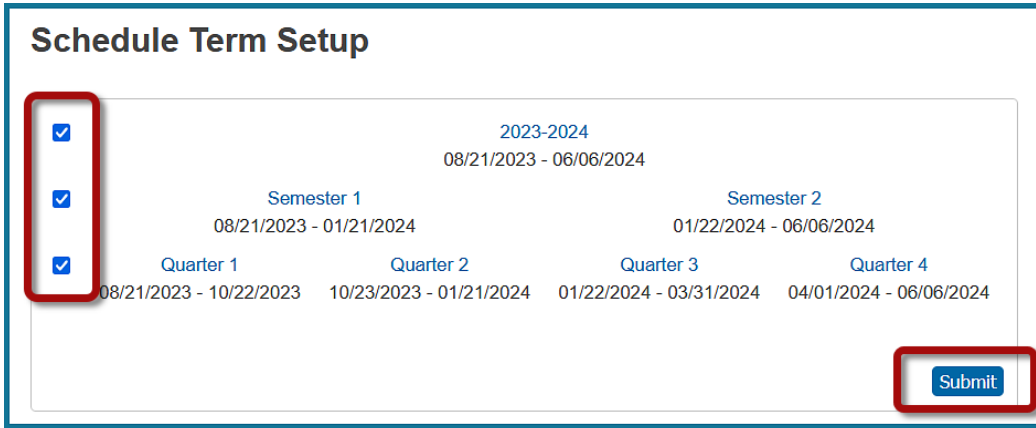
**Terms** 4 **Associate**

**Periods** 18

**Days** 1

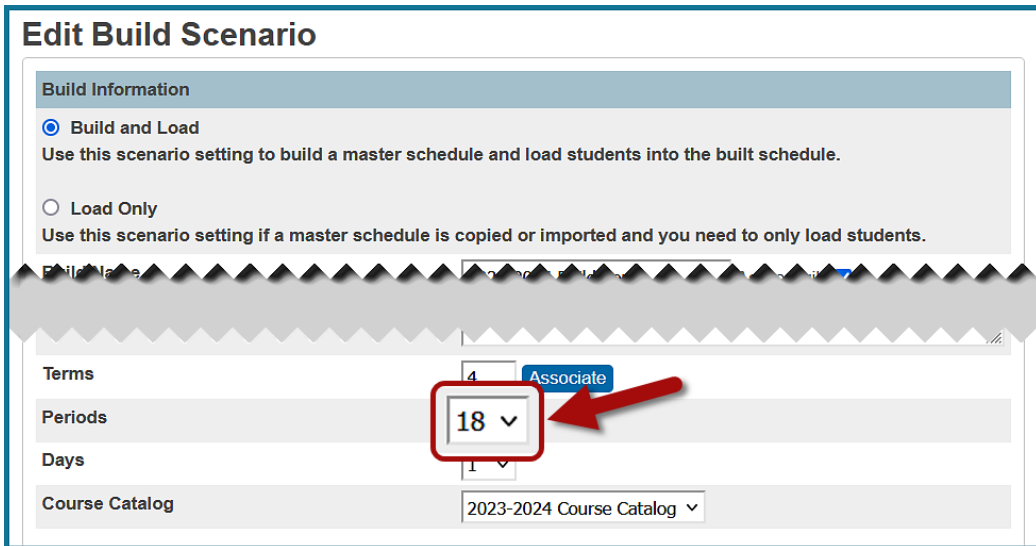
**Course Catalog** 2023-2024 Course Catalog

7. On the **Scheduling Term Setup** window, verify all **3 boxes** are checked.  
*All schools are set up with Quarter Terms, whether they use them or not.*
8. Click **Submit**.



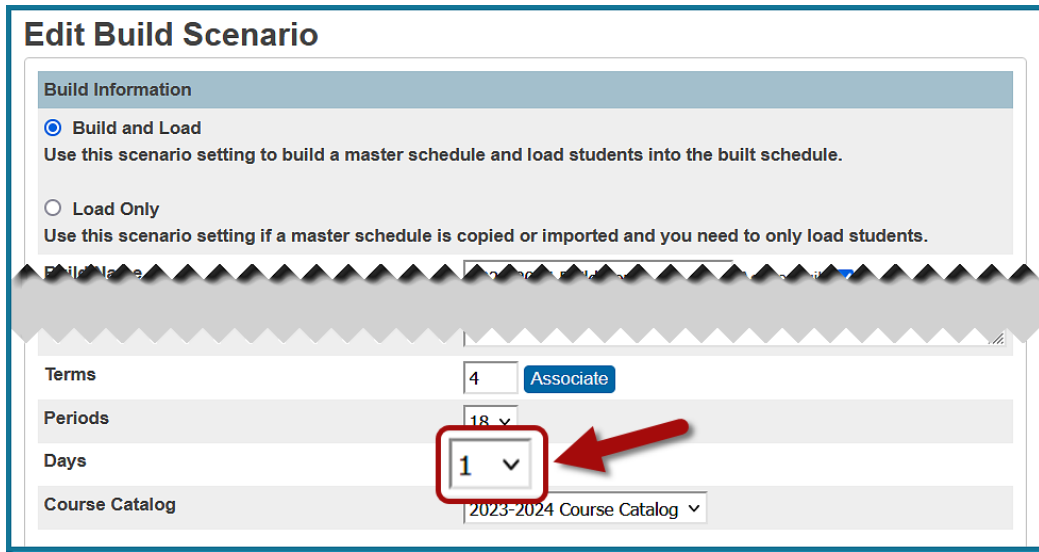
9. **Periods** – Verify the correct number of **periods** appear. Use the drop-down menu to adjust the number, if needed.

Consider extra periods to accommodate advisory, lunch (optional), after school and/or zero periods, as well as the elementary period for K-8 schools. **Schools offering on-site Edgenuity Courses** should also consider additional periods for those courses.



10. **Days** – A cycle **Day** is the number of days it takes for a student to complete a schedule.

Verify the correct number of cycle **Days** appear. If you are changing the number of days being offered, select the new number from the drop-down menu. for Cycle Day examples, see the **Introduction to PowerScheduler Handbook**.



**Edit Build Scenario**

**Build Information**

**Build and Load**  
Use this scenario setting to build a master schedule and load students into the built schedule.

**Load Only**  
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Terms: 4 Associate

Periods: 18

Days: **1** (highlighted with a red box and arrow)

Course Catalog: 2023-2024 Course Catalog

**Cycle Day Examples:**

**Single Cycle Day (A Day)** – The classes offered during specific periods will not change from day to day. Students complete their full schedule in one day.

Select **1** for a single cycle day.

	Monday A Day	Tuesday A Day	Wednesday A Day	Thursday A Day	Friday A Day
Per 1	Art	Art	Art	Art	Art
Per 2	English	English	English	English	English
Per 3	History	History	History	History	History
Per 4	Math	Math	Math	Math	Math
Per 5	Science	Science	Science	Science	Science
Per 6	Language	Language	Language	Language	Language

**Single Cycle Day** (utilizing the Bell Schedule for alternating days)

Select **1** for a single cycle day.

	Monday A Day	Tuesday A Day	Wednesday A Day	Thursday A Day	Friday A Day
Per 1	PE		PE		PE
Per 2	Math		Math		Math
Per 3	English		English		English
Per 4	Chemistry		Chemistry		Chemistry
Per 5		History		History	
Per 6		Art		Art	
Per 7		Avid		Avid	
Per 8		Language		Language	

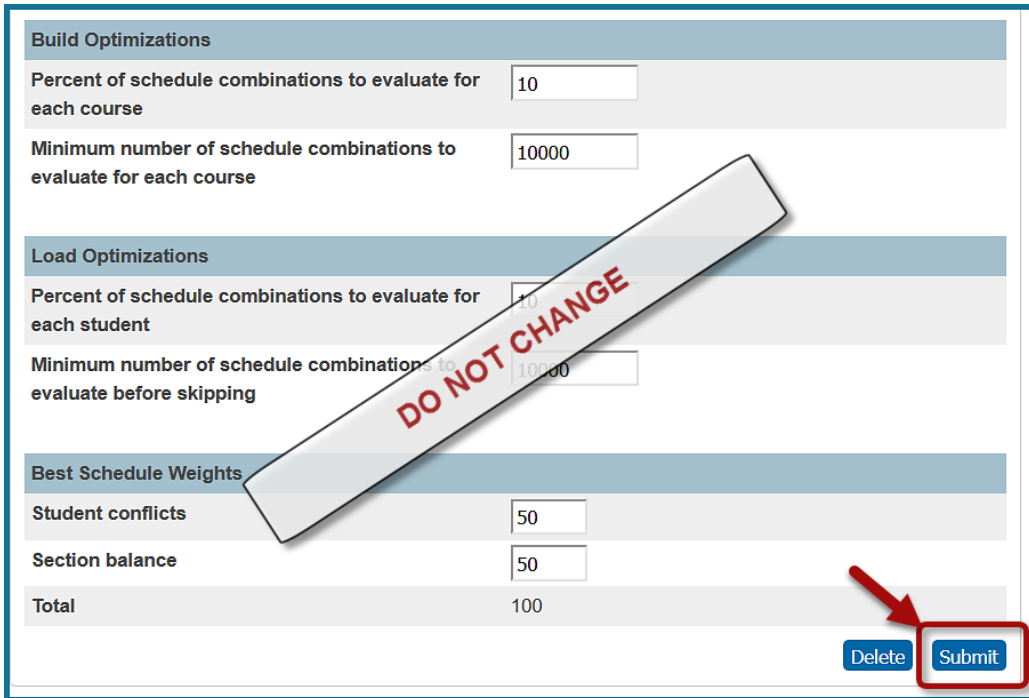
**Multiple Cycle Days** (A Day/B Day) The classes offered during specific periods may change depending on the day. For example, on A Day, period 1 is Drawing & Painting. On B Day, period 1 is Ceramics. Students complete their full schedule over **2** days.

Select **2** for multiple cycle days.

	Monday A Day	Tuesday B Day	Wednesday A Day	Thursday B Day	Friday A Day
Per 1	Drawing & Painting	Ceramics	Drawing & Painting	Ceramics	Drawing & Painting
Per 2	English	English	English	English	English
Per 3	History	History	History	History	History
Per 4	Math	Math	Math	Math	Math
Per 5	Science	Science	Science	Science	Science
Per 6	Language	Language	Language	Language	Language



11. **Build Optimizations** – Do Not Change.
12. **Load Optimizations** – Do Not Change.
13. **Best Schedule Weights** – Do Not Change.
14. Click **Submit**.



Build Optimizations	
Percent of schedule combinations to evaluate for each course	10
Minimum number of schedule combinations to evaluate for each course	10000

Load Optimizations	
Percent of schedule combinations to evaluate for each student	10
Minimum number of schedule combinations to evaluate before skipping	10000

Best Schedule Weights	
Student conflicts	50
Section balance	50
Total	100

Buttons: Delete, Submit


# Updating the Course Catalog

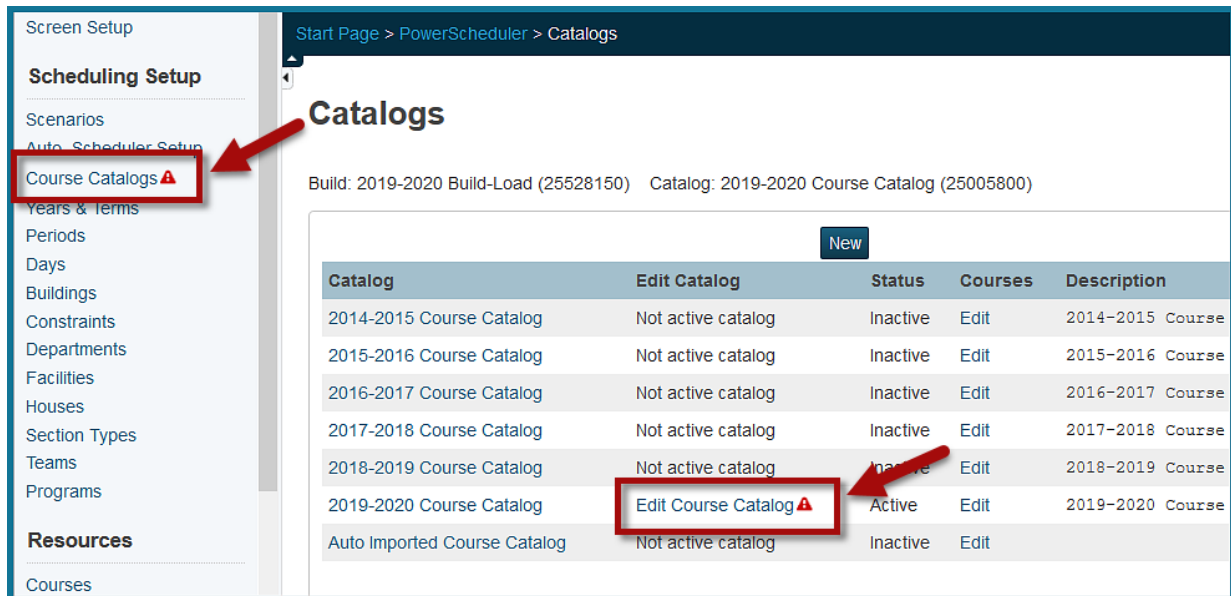
Each year, IT creates a new Course Catalog in PowerScheduler that contains all the courses available to your school for use in the next school year. Once the Course Catalog has been updated, the list of available courses is narrowed down to only those your school plans to offer.

**IMPORTANT!** Before disabling (unchecking) a course in the Course Catalog, all prior setup associated to that course must be deleted. This means all Course Requests, Teacher Assignments, Course Relationships, Constraints (including Section Links), Course Sections created by the Builder or by hand, and “Schedule this Course” in Course Preferences must be deleted before the course can be removed from the Course Catalog.

*New courses* made available to your school **after** IT creates the Course Catalog will appear *unchecked*. The new course must be enabled (checked) to use it for the future year.

If the Course Catalog is missing a course that your school plans to offer, contact Marcellus Walker at [mwalker@sandi.net](mailto:mwalker@sandi.net) to request the course be made available for next year.


1. From the Start Page, under Applications on the left-side menu, select **PowerScheduler**.
2. Under Scheduling Setup, select **Course Catalogs**. A red warning icon  indicates the course catalog contains courses that are no longer available to your school for the next school year. These courses must be disabled.
3. On the **Catalogs** page, click the **Edit Course Catalog** link.



Screen Setup

Start Page > PowerScheduler > Catalogs

**Scheduling Setup**

- Scenarios
- Auto Scheduler Setup
- Course Catalogs **
- Years & Terms
- Periods
- Days
- Buildings
- Constraints
- Departments
- Facilities
- Houses
- Section Types
- Teams
- Programs


**Resources**

- Courses


**Catalogs**

Build: 2019-2020 Build-Load (25528150) Catalog: 2019-2020 Course Catalog (25005800)

New

Catalog	Edit Catalog	Status	Courses	Description
2014-2015 Course Catalog	Not active catalog	Inactive	Edit	2014-2015 Course
2015-2016 Course Catalog	Not active catalog	Inactive	Edit	2015-2016 Course
2016-2017 Course Catalog	Not active catalog	Inactive	Edit	2016-2017 Course
2017-2018 Course Catalog	Not active catalog	Inactive	Edit	2017-2018 Course
2018-2019 Course Catalog	Not active catalog	Inactive	Edit	2018-2019 Course
2019-2020 Course Catalog	<b>Edit Course Catalog </b>	Active	Edit	2019-2020 Course
Auto Imported Course Catalog	Not active catalog	Inactive	Edit	

4. By default, all courses are automatically checked, including courses that are no longer available to your school for the next school year.

- Uncheck all courses with a warning icon . These courses will appear in red.
- Uncheck the box next to each course you do not want to use next year.

**HELPFUL HINT!** Select the **Uncheck All** button to clear the checkbox for all courses, then apply a check to each course being offered. *This button will be disabled if course requests have been added for the scheduling year.*

**NOTE:** Once the **Uncheck All** option has been selected and the page has been submitted, this process cannot be reversed.


5. Click **Submit**.

### Course Catalog





• This page lists courses in the course catalog (selected), as well as all available courses for this school and scheduling year.

• To add or remove courses, use the Edit Availability for Schools and Years district level function or the Availability tab on the Course Edit page at the district level.

• To view all unavailable courses go to the [Unavailable Courses](#) page.

• **Warning:** Courses with a warning icon  should be reviewed for live scheduling at this school for the designated scheduling year. To commit them in live schedules, and if not, they should be removed in PowerScheduler. Examples of related data include course requests, constraints, and course requests.

Uncheck All      Sort list by: Course Name Course Number Active Status

<input type="checkbox"/>	3-D DESIGN/PRINT 3648_2 	<input checked="" type="checkbox"/>	JOURNALISM 3 1962
<input type="checkbox"/>	3-D DESIGN/PRINT 3648 	<input checked="" type="checkbox"/>	JOURNALISM 4 1963
<input type="checkbox"/>	3D DES 1(P) 0491 	<input type="checkbox"/>	JOURNALISM 5 1964
<input type="checkbox"/>	3D DES 2(P) 0492 	<input type="checkbox"/>	JOURNALISM 6 1965
<input checked="" type="checkbox"/>	ACAD LANG DEV 1 1737	<input checked="" type="checkbox"/>	LAT 1(P) 2201
<input checked="" type="checkbox"/>	ACAD LANG DEV 2 1738	<input checked="" type="checkbox"/>	LAT 2(P) 2202
<input checked="" type="checkbox"/>	ADV ACCOUNT 1 2203	<input checked="" type="checkbox"/>	LAT 3(P) 2203
<input checked="" type="checkbox"/>	ADV ACCOUNT 2 2204	<input checked="" type="checkbox"/>	LAT 4(P) 2204
<input checked="" type="checkbox"/>	ADVISORY 8027	<input checked="" type="checkbox"/>	LAT 5(P) 2205
<input checked="" type="checkbox"/>	AJROTC CORE 1 4501	<input checked="" type="checkbox"/>	LAT 6(P) 2206
<input checked="" type="checkbox"/>	AJROTC CORE 10 4510	<input type="checkbox"/>	LAT 7 (P) 2207

**Select this button to remove the check mark on all courses.**

**IMPORTANT!** This button will be disabled if course requests have been added for the scheduling year.

Check the box next to each course you want to schedule next year.

Uncheck the box for every course that has a warning icon, or will not be used for scheduling next year.

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# Entering Student Course Requests

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Student Course Requests are vital to scheduling. They are used to determine how many sections of a course are required and assist with the appropriate student placement during scheduling.

During the schedule loading process, requests are used to schedule students into their selected or required courses. Requests can also be used to load students into special sections of a course.

There are several methods to add or delete student course requests:

- Requests can be manually added or deleted for an individual student, or student group.  
  
See the **Student Course Requests Handbook** for instructions on how to manage student course requests.
- Students, parents, and counselors can add requests via the online Student Registration Screens.  
  
See the **Student Registration Screens Handbook** for instructions on how to set up the Student Registration Screens.

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# Adding/Editing Rooms in PowerScheduler

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Rooms carry over from year to year. Verify and update the rooms if needed.

1. On the **PowerScheduler** page, under Resources, select **Rooms**.
2. On the **Rooms** page, verify the information is correct. To make changes, do the following:
3. Click on the room **Number** to edit an existing room, or the **New** button to create a new room.
4. On the **Add/Edit Room** page, make changes, as needed:

**\*Room Number** – Add a new name or edit the existing one.

**\*Room Description** – Add a new name or edit the existing one.

**Department** – Leave blank

**Building** – Leave blank

**House** – Leave blank

**\*Use for Scheduling –IMPORTANT! If using the PowerScheduler BUILD Method** - Check the box. If the box is unchecked, the room will not be used for scheduling.

**Room Always Free** – Leave blank

**Department Use Only** – Leave blank

**Facility Use Only – OPTIONAL if using the PowerScheduler BUILD Method** - If checked, you must assign a Facility.

**Room Facilities – OPTIONAL if using the PowerScheduler BUILD Method** - Click **Associate** to assign a Facility to the Room. Be sure to check the Facility Use Only box.

**\*Room Maximum – IMPORTANT! If using the PowerScheduler BUILD Method** - This number MUST MEET or EXCEED the combined course maximum. For example, if you stack 2 courses and each course has a maximum enrollment of 36, the Room Maximum must meet or exceed 72.

5. Click **Submit** to save changes or **Delete** to delete the Room.

## Add/Edit Room

Option	Value
Room Number	<input type="text" value="103"/>
Room Description	<input type="text" value="103"/>
Department	<input type="text"/> Associate
Building	<input type="text"/> Associate
House	<input type="text"/> Associate
Use for Scheduling	<input checked="" type="checkbox"/>
Room is Always Free	<input type="checkbox"/>
Department Use Only	<input type="checkbox"/>
Facility Use Only	<input type="checkbox"/>
Room Facilities	<input type="text"/> Associate
Room Maximum	<input type="text" value="36"/>

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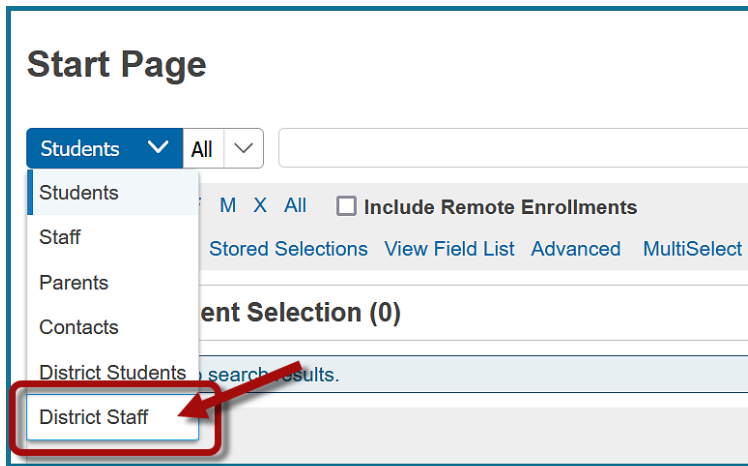
# Adding/Removing Teachers in PowerScheduler

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**IMPORTANT!** If the teacher has a current assignment at another school, wait until the current year ends before assigning them to your school for next year. Temporarily use a ZZTeacher placeholder for scheduling purposes.

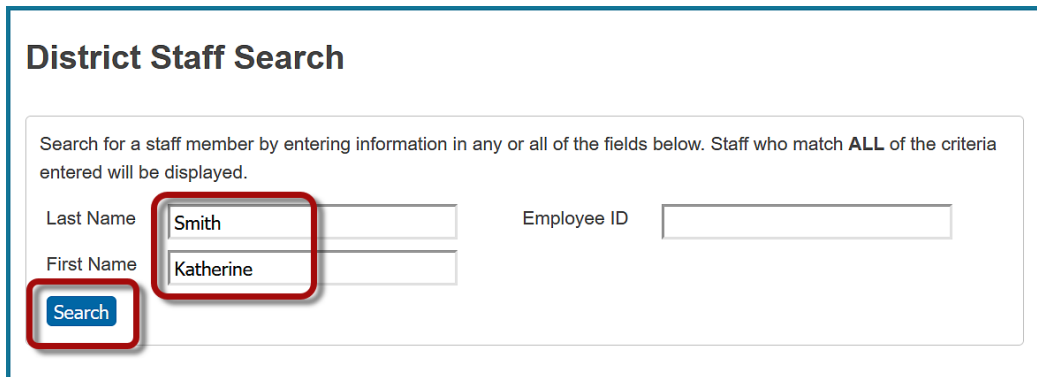
## Adding a Teacher to Your School

1. On the **Start Page**, select **District Staff** from the search options menu.



The screenshot shows the 'Start Page' interface. At the top, there is a dropdown menu currently set to 'Students' with a sub-menu open. The sub-menu lists 'Students', 'Staff', 'Parents', 'Contacts', 'District Students', and 'District Staff'. The 'District Staff' option is highlighted with a red box and a red arrow pointing to it. Below the menu, there are search filters including 'All', 'Include Remote Enrollments', and 'Stored Selections'. A search bar contains the text 'ent Selection (0)'. Below the search bar, there is a 'search results.' label.


2. Enter the teacher's name.
3. Click **Search**.



The screenshot shows the 'District Staff Search' form. It includes a search bar with the text 'Search for a staff member by entering information in any or all of the fields below. Staff who match ALL of the criteria entered will be displayed.' Below the search bar, there are input fields for 'Last Name' (containing 'Smith'), 'First Name' (containing 'Katherine'), and 'Employee ID'. The 'Search' button is highlighted with a red box.

- Click the **Assign (pencil)** icon under the Assign heading.



### District Staff Search Results

Staff members that matched your search criteria are displayed below. Click on the pencil icon  to add the staff member to your school.

**Search criteria:**



- ✓ Last Name contains: **Smith**
- ✓ First Name contains: **Kathrine**

**1 staff members found**

Last Name ↕	First Name, Middle Initial	Employee ID	Home School	Assign
Smith	Kathrine, S	122037	University City High	 

- Verify the correct teacher has been selected.
- Select **Teacher** from the **Staff Type** drop-down menu, if needed.
- Click **Submit**.

### Assign Staff Member To This School


Name	Smith, Kathrine 
Assign To	Henry High
Active	<input checked="" type="checkbox"/>
Staff Type	Teacher <span style="border: 1px solid gray; padding: 2px;">v</span> 
Notes	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>

Submit

A confirmation message indicates the teacher was successfully assigned.

- Click **Security Settings** to complete appropriate access to PowerTeacher.

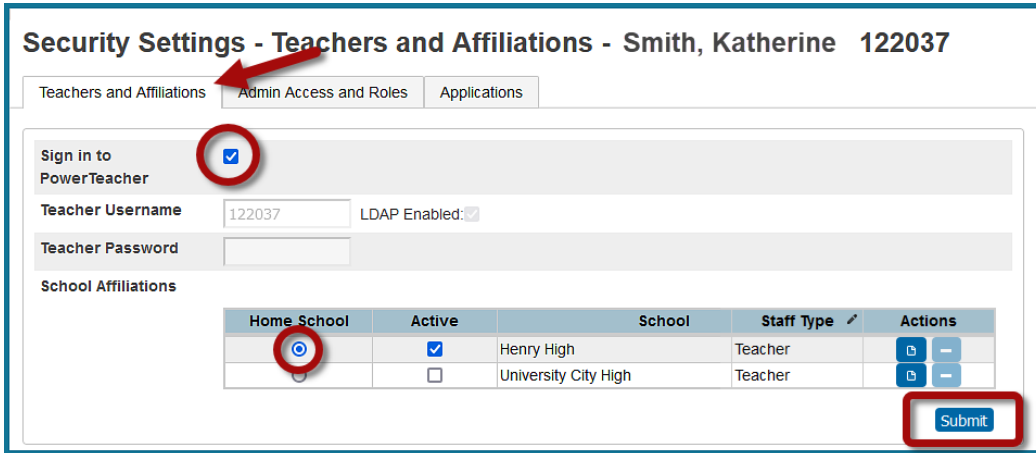
### Assign Staff Member To This School

✓ **Success:** Smith, Katherine was assigned to Henry High. Use Security Settings  to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please ask him or her to do so as soon as possible.



9. Verify the **Sign in to PowerTeacher** box is checked.
10. Select the **Home School** button for the appropriate school.
11. Click **Submit**.



**Security Settings - Teachers and Affiliations - Smith, Katherine 122037**

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher

Teacher Username: 122037 LDAP Enabled:

Teacher Password:

School Affiliations

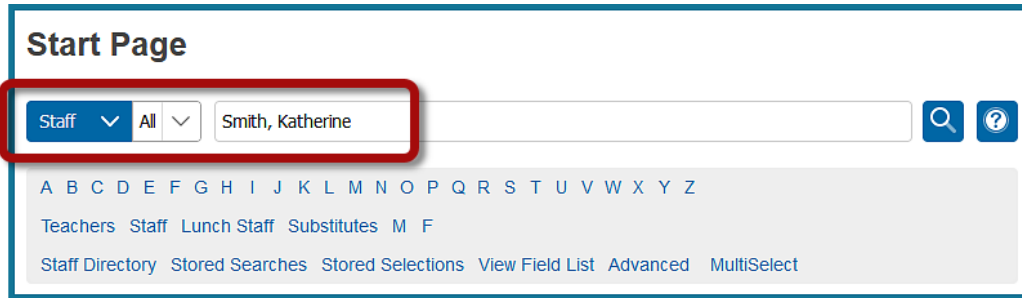
Home School	Active	School	Staff Type	Actions
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Henry High	Teacher	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="radio"/>	<input type="checkbox"/>	University City High	Teacher	<input type="button" value="edit"/> <input type="button" value="delete"/>

A confirmation message indicates the changes have been recorded.

## Making a Teacher Visible in PowerScheduler

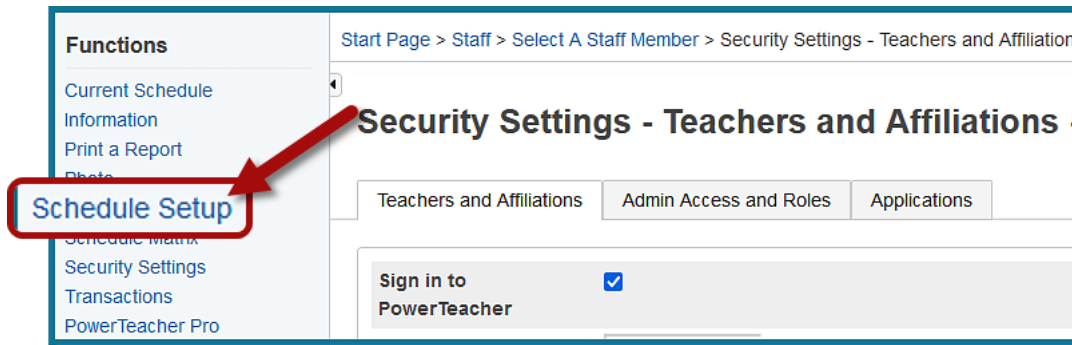
**Schedule this Teacher** value must be turned on for the teacher to be visible in PowerScheduler.

1. Navigate back to the **Start Page**, search for the new teacher.



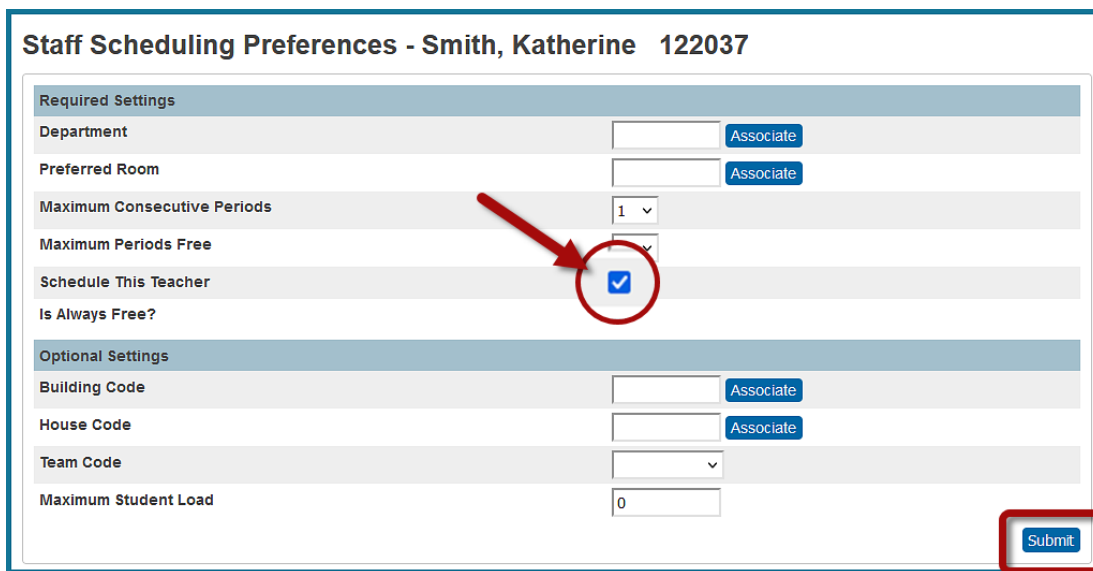
The screenshot shows the 'Start Page' search interface. A red box highlights the search filters: 'Staff' (selected), 'All' (selected), and the search text 'Smith, Katherine'. Below the search bar is a navigation menu with letters A-Z and links for Teachers, Staff, Lunch Staff, Substitutes, M, and F. At the bottom, there are links for Staff Directory, Stored Searches, Stored Selections, View Field List, Advanced, and MultiSelect.

2. On the **Staff** page, under Functions, click **Schedule Setup**.



The screenshot shows the 'Security Settings - Teachers and Affiliations' page. A red box highlights the 'Schedule Setup' link in the left-hand 'Functions' menu. A red arrow points from this link to the 'Schedule This Teacher' checkbox in the main content area. The main content area has tabs for 'Teachers and Affiliations', 'Admin Access and Roles', and 'Applications'. Below the tabs, there is a 'Sign in to PowerTeacher' section with a checked checkbox.

3. Check the **Schedule This Teacher** box.
4. Click **Submit**.

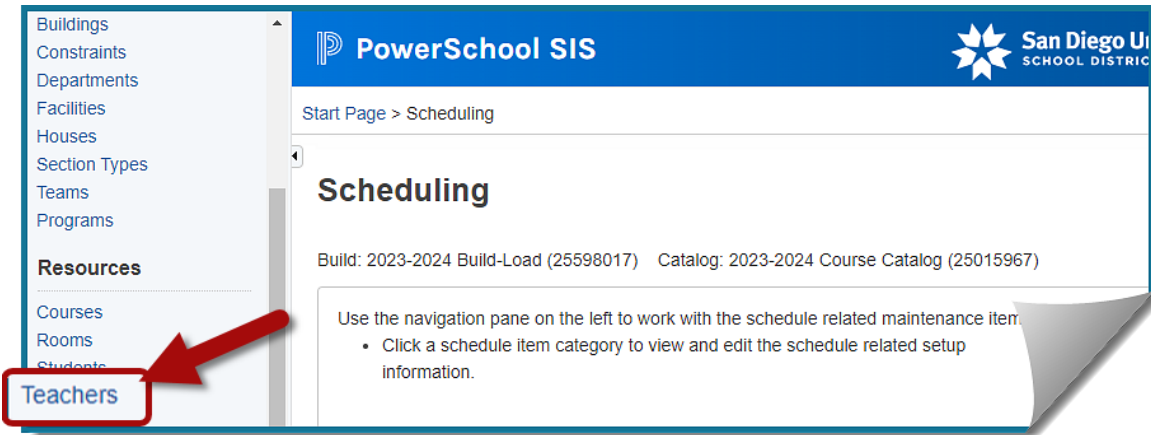


The screenshot shows the 'Staff Scheduling Preferences - Smith, Katherine 122037' page. A red box highlights the 'Schedule This Teacher' checkbox, which is checked. A red arrow points to this checkbox. Below the 'Required Settings' section, there are fields for Department, Preferred Room, Maximum Consecutive Periods (set to 1), and Maximum Periods Free. The 'Optional Settings' section includes fields for Building Code, House Code, Team Code, and Maximum Student Load (set to 0). A red box highlights the 'Submit' button at the bottom right.

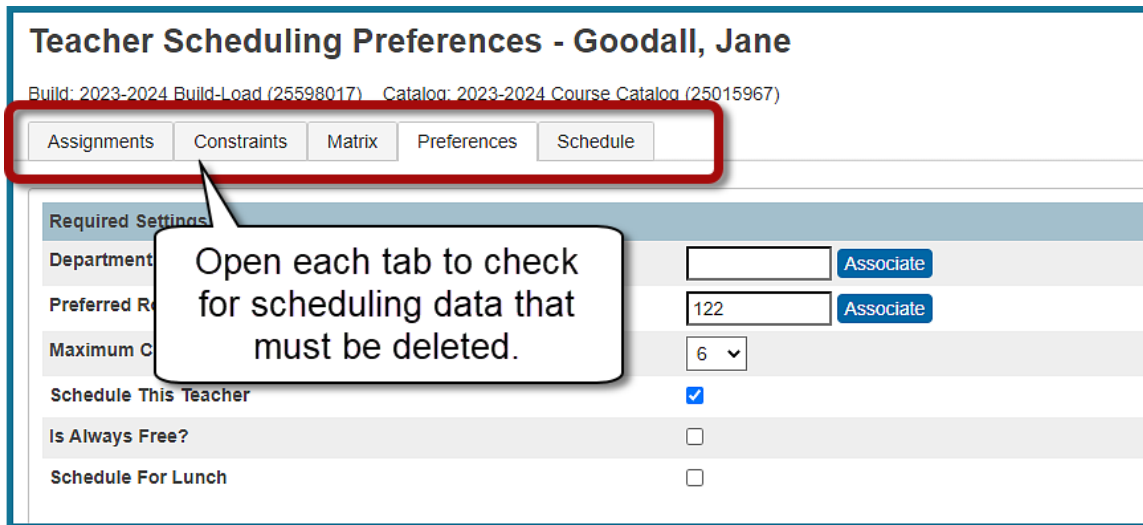
## Removing a Teacher from PowerScheduler

**IMPORTANT!** Before removing a teacher from PowerScheduler, all prior setup associated to that teacher must be deleted. This means all Teacher Assignments, Constraints, and any Course Sections created by the Builder or by hand.

1. On the PowerScheduler side, click **Teachers**, under Resources from the menu on the left.



2. Select the teacher from the menu on the left.
3. On the **Teacher** page, open each tab to check for scheduling attributes that may need to be deleted before you remove the teacher.



4. Select the **Preferences** tab
5. Remove the check from the **Schedule This Teacher** box.
6. Click **Submit**.

### Teacher Scheduling Preferences - Goodall, Jane

Build: 2023-2024 Build-Load (25598017) Catalog: 2023-2024 Course Catalog (25015967)

Assignments Constraints Matrix **Preferences** Schedule

Required Settings	
Department	<input type="text"/> Associate
Preferred Room	122 Associate
Maximum Consecutive Periods	6 ▾
Schedule This Teacher	<input type="checkbox"/>
Is Always Free?	<input type="checkbox"/>
Schedule For Lunch	<input type="checkbox"/>